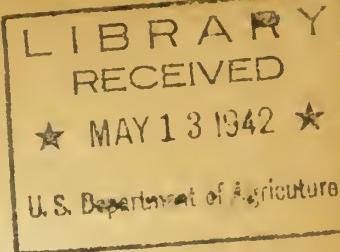


## **Historic, archived document**

Do not assume content reflects current scientific knowledge, policies, or practices.



19  
In - 111  
UNITED STATES DEPARTMENT OF AGRICULTURE  
Director of Information  
Washington



May 1, 1942

OFFICE OF INFORMATION MEMORANDUM NO. 32

Senator Tydings' Request for a Report on Photographic and  
Duplicating Equipment and Work

Attached is a letter from Senator Millard F. Tydings, Chairman of the Sub-committee of the Senate Committee on Appropriations which is inquiring into work carried on by this and other departments. The letter asks that we make a report on the ownership and use of many different items of photographic and duplicating equipment.

I attach also a sample set of the forms on which the reports are to be made.

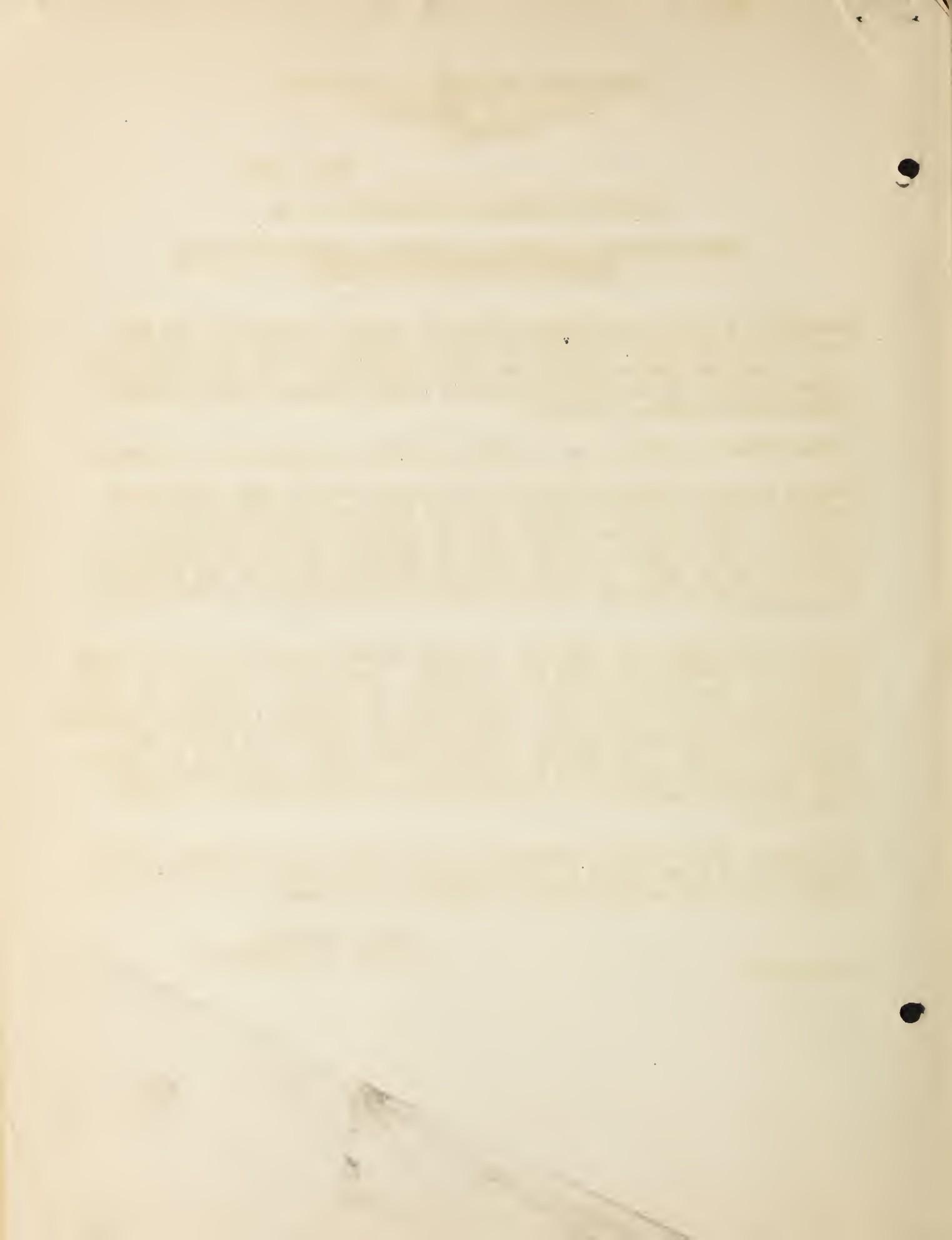
Senator Tydings' committee allows us a very short time to make the reports. In order to meet the requirements, at least for the Washington offices, the certified report for these offices must be submitted here not later than 12:00 noon, May 6, 1942. We have asked an extension of time for making the reports from the field. However, the certified statements for the field are due in this office May 20. We will require an original and one carbon copy of each report.

For the field report the requested statement should be prepared by the project office or operating unit using the equipment. Supervisors of central or joint duplicating plants should prepare the reports covering the equipment and work of such cooperative operations. Report only non-expendable equipment purchased with federally appropriated funds. Questions of a general or policy nature should be referred to Ed Waymack, telephone number 5249, technical and detail questions on duplicating refer to Sam Holston, telephone number 6002, technical and detail questions on photography refer to Warren Ellis, telephone number 3605.

A messenger should be sent immediately to Room 1931, South Building, to pick up the sets of forms needed by your agency for the Washington and field office reports. Use continuation sheets to supplement the forms.

Morse Salisbury,  
Director of Information

Attachments



(Copy)

UNITED STATES SENATE  
Committee on Appropriations

Subcommittee on  
Inquiry in re transfer of employees  
Under S. Res. 223, 77th Congress

April 27, 1942

Hon. Claude R. Wickard, Secretary  
Department of Agriculture,  
Washington, D. C.

Dear Sir:

There are enclosed two sets of questionnaires designated as Schedules A and B.

Schedule A is comprised of two parts being designated as Schedule A-1 and Schedule A-2. Schedule A-1 is designed to obtain a list of all equipment used in taking photographs (either still or moving) and such auxiliary photographic processing equipment as may be used in connection with that type of work; Schedule A-2 has been designed with a view to having reported the volume of material produced as a result of photographic work.

Schedules B-1 and B-7 have been designed with a view to having reported all equipment in use in each department or agency (or constituent organization thereof) which equipment or machinery is used in connection with duplicating, reproduction or other similar processes together with such auxiliary equipment as may be used in connection therewith. Schedule B-7 was designed with the view to obtaining a report of the use of the equipment covered by Schedules B-1 and B-6.

Your attention is specifically invited to the fact that it is the intention of this Committee, by virtue of this questionnaire, to obtain A COMPLETE AND COMPREHENSIVE REPORT OF ALL EQUIPMENT that may be used in any manner whatsoever for the purpose of duplicating or reproducing material, either of narrative, graphic or pictorial composition. It therefore is the desire of this Committee, that should the questionnaires herewith transmitted fail in any manner to affirmatively specify certain equipment which may in any way be used for purposes identical or similar to that especially set forth in the questionnaire, it is nevertheless expected that such will be reported.

Further, it is the desire of the Committee that you, or other responsible officials under your supervision, accomplish the certificate set forth on each of the schedules.

It is suggested that the department or agency receiving the questionnaire have same prepared by each constituent organization thereof, thus spreading the amount of work incident to its accomplishment among a number of individuals, and at the same time having those more familiar with each of the immediate organizational units utilizing the equipment certify as to the necessity for the use thereof.

It is the intention of this inquiry that there should be reported all equipment under the jurisdiction of the department or agency notwithstanding its location, condition or use. Therefore, should you have the schedules prepared by constituent organizations of your department or agency, all of such should be returned through the head of the department or agency for transmission to the Committee over his signature with a statement to the effect that the reports thereby transmitted cover all organizations under his jurisdiction.

It is specifically requested that this questionnaire be completed and transmitted to the COMMITTEE, c/o BOX 1000, SENATE OFFICE BUILDING, WASHINGTON, D. C., not later than May 8, 1942.

Kindly acknowledge, as promptly as possible, the receipt of this questionnaire.

Very sincerely yours,

/s/ Millard E. Tydings  
Chairman

**United States Senate**  
**COMMITTEE ON APPROPRIATIONS**

**PHOTOGRAPHIC EQUIPMENT QUESTIONNAIRE**

(Cameras, exposure meters, and all other accessories, auxiliaries, and sundries incident to photographing)

NUMBER OF ITEMS	DESCRIPTION OF EQUIPMENT	LOCATION OF EQUIPMENT (Including building and room number)

(Continuation sheets herewith as pages ..... to .....

**AUXILIARY PHOTOGRAPHIC PROCESSING EQUIPMENT**

(All equipment, accessories, sundries incident to the development, printing, reproduction, mounting, projection  
of photographs, films, etc.)

NUMBER OF ITEMS	DESCRIPTION OF EQUIPMENT	LOCATION OF EQUIPMENT (Including building and room number)

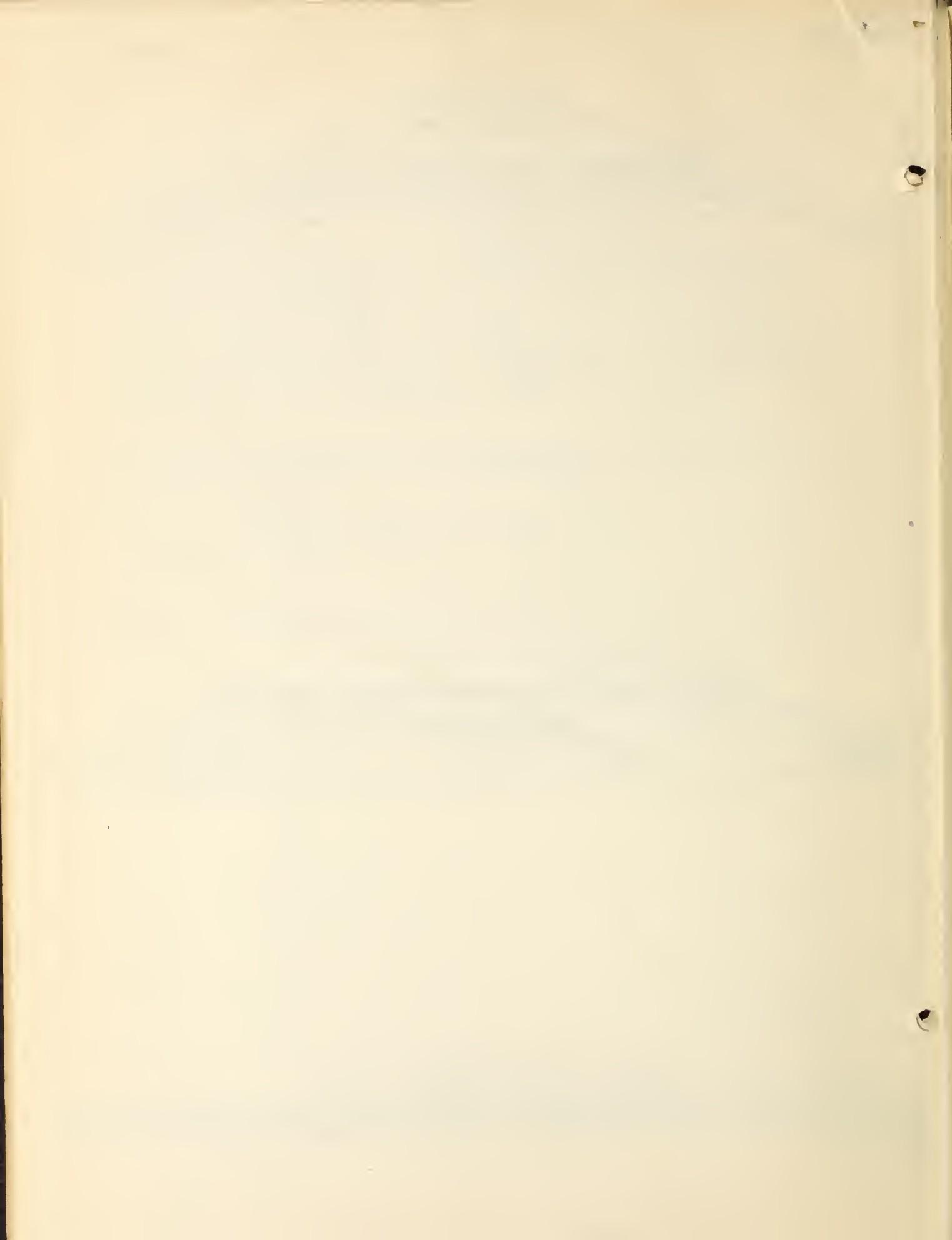
(Continuation sheets herewith as pages ..... to .....

I HEREBY CERTIFY that the information reported herewith is, to the best of my knowledge and belief a full, true and complete statement of all equipment under my jurisdiction at April 15, 1942, and I further certify that such equipment is absolutely necessary to the functioning of this organization with the exception of that listed on the reverse hereof.

Date \_\_\_\_\_

(Signature)

(Title)



**Schedule A-2**

**United States Senate**  
**COMMITTEE ON APPROPRIATIONS**

(Department)

(Bureau)

**USE OF PHOTOGRAPHIC WORK****FROM JULY 1, 1940, TO JUNE 30, 1941**

CLASS OF WORK <sup>1</sup>	NUMBER OF NEGATIVES EXPOSED		NUMBER OF PRINTS	FOOTAGE OF MOVING PICTURES	COST OF PAPER	COST OF NEGATIVES
	Still	Movies				

CONTINUATION SHEETS AS PAGES ..... TO .....

**FROM JULY 1, 1941, TO MARCH 31, 1942**

CLASS OF WORK <sup>1</sup>	NUMBER OF NEGATIVES EXPOSED		NUMBER OF PRINTS	FOOTAGE OF MOVING PICTURES	COST OF PAPER	COST OF NEGATIVES
	Still	Movies				

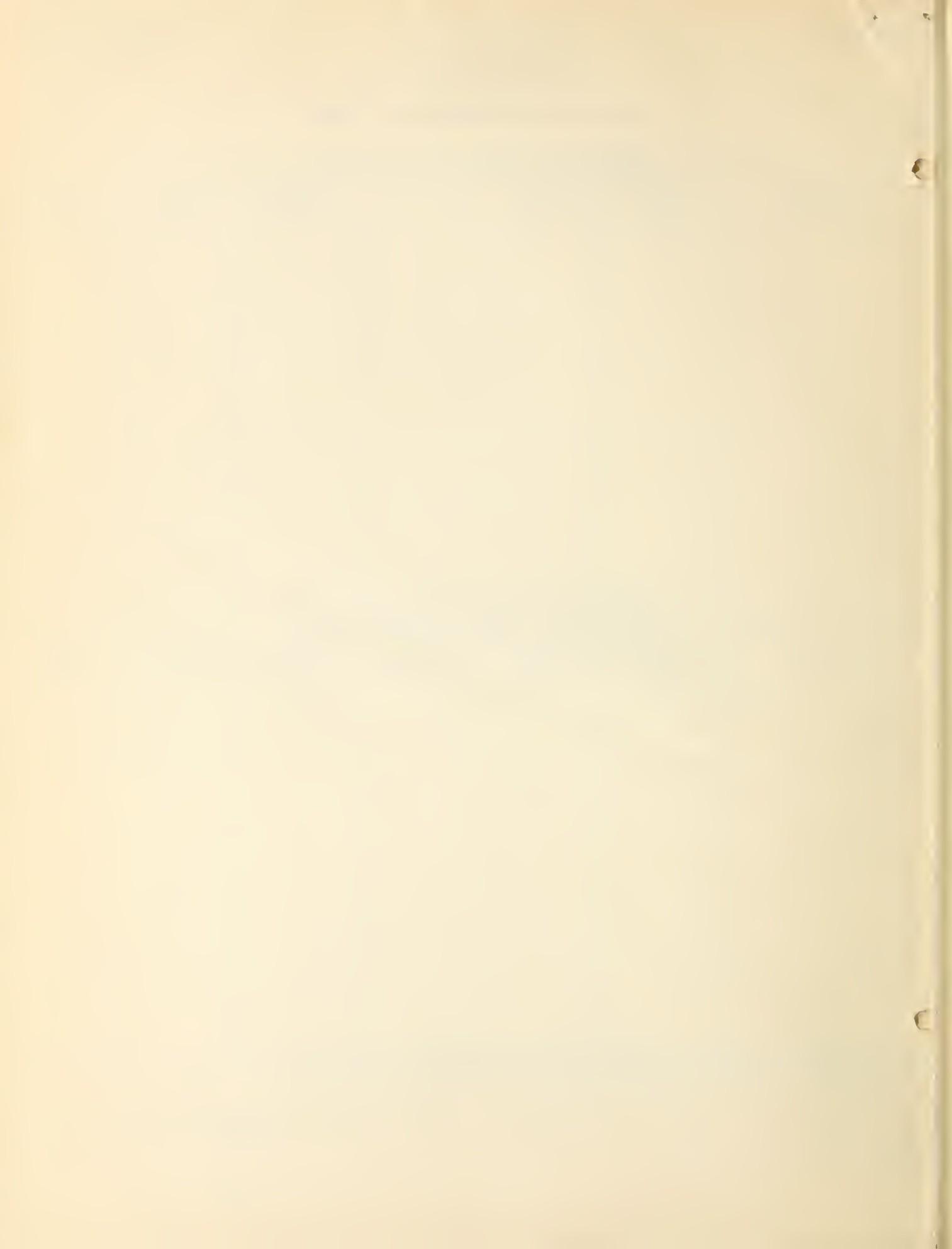
CONTINUATION SHEETS AS PAGES ..... TO .....

<sup>1</sup> Describe class of work such as: Office use, press release, public distribution, for other agencies, exhibits, etc.

(Signature)

Date .....

(Title)



**United States Senate**  
**COMMITTEE ON APPROPRIATIONS**

**STENCIL DUPLICATING EQUIPMENT QUESTIONNAIRE**

(Mimeograph and all other similar machines)

NUMBER OF MACHINES	TRADE OR MANUFACTURER'S NAME	MODEL OF MACHINE	SIZE		LOCATION OF MACHINES (including building and room number)	AVERAGE HOURS PER MACHINE-DAY IN USE
			Maximum	Minimum		

(Continuation sheets herewith as pages ..... to .....

**AUXILIARY EQUIPMENT FOR ABOVE MACHINES**

(Mimeoscopes and all other equipment used with above machines)

NUMBER OF MACHINES	TRADE OR MANUFACTURER'S NAME	MODEL OF MACHINE	SIZE		LOCATION OF MACHINES (including building and room number)	AVERAGE HOURS PER MACHINE-DAY IN USE
			Maximum	Minimum		

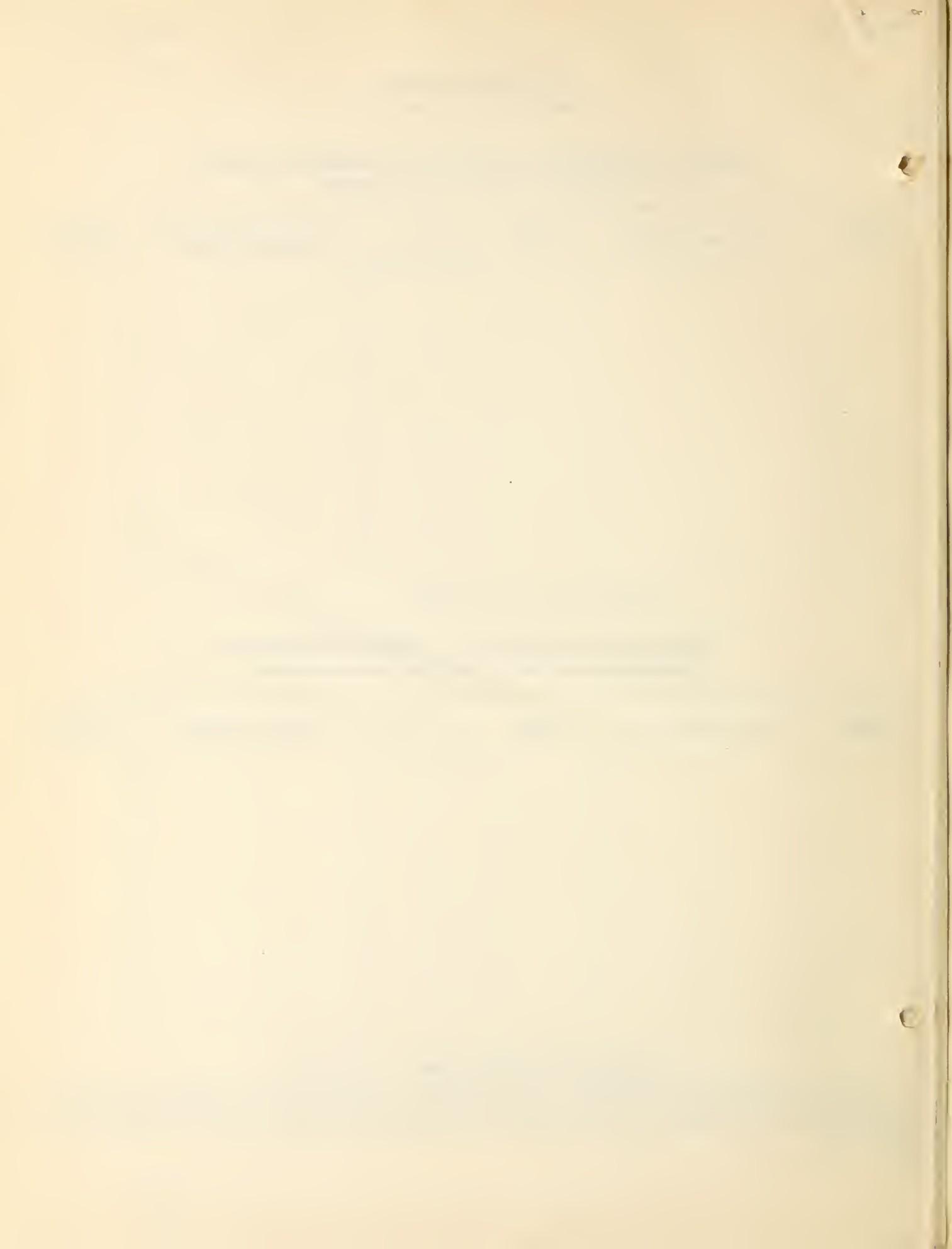
(Continuation sheets herewith as pages ..... to .....

I HEREBY CERTIFY that the information reported herewith is, to the best of my knowledge and belief a full, true and complete statement of all equipment under my jurisdiction at April 15, 1942, and I further certify that such equipment is absolutely necessary to the functioning of this organization with the exception of that listed on the reverse hereof.

Date .....

(Signature)

(Title)



**United States Senate**  
**COMMITTEE ON APPROPRIATIONS**

**OFFSET TYPE DUPLICATING EQUIPMENT QUESTIONNAIRE**

(Rotaprint, multoliths, retrograph, Davidson, Webendorfer, and all other similar machines)

NUMBER OF MACHINES	TRADE OR MANUFACTURER'S NAME	MODEL OF MACHINE	SIZE		LOCATION OF MACHINES (including building and room number)	AVERAGE HOURS PER MACHINE-DAY IN USE
			Maximum	Minimum		

(Continuation sheets herewith as pages ..... to .....

**AUXILIARY EQUIPMENT FOR ABOVE MACHINES**

(Cameras, camera screens, arc lamps, printing frames, plate whirlers, grainers, dryers, and all other equipment used with above machines)

NUMBER OF MACHINES	TRADE OR MANUFACTURER'S NAME	MODEL OF MACHINE	SIZE		LOCATION OF MACHINES (including building and room number)	AVERAGE HOURS PER MACHINE-DAY IN USE
			Maximum	Minimum		

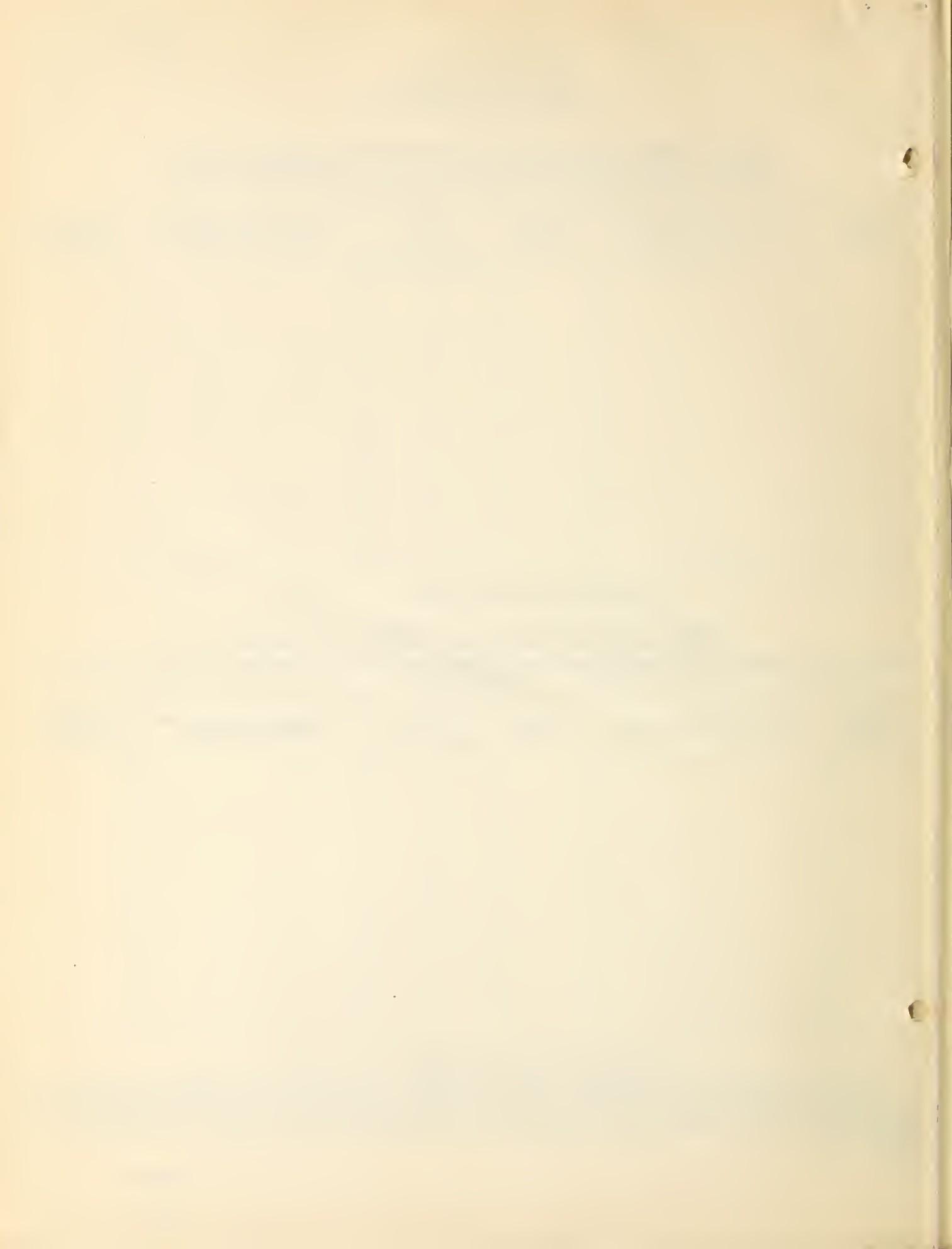
(Continuation sheets herewith as pages ..... to .....

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Date .....

(Signature)

(Title)



**United States Senate**  
**COMMITTEE ON APPROPRIATIONS**

**TYPE, OR PLATE, DUPLICATING EQUIPMENT QUESTIONNAIRE**  
(Multigraph, Davinson, and all other similar machines)

NUMBER OF MACHINES	TRADE OR MANUFACTURER'S NAME	MODEL OF MACHINE	SIZE		LOCATION OF MACHINES (including building and room number)	AVERAGE HOURS PER MACHINE DAY IN USE
			Maximum	Minimum		

(Continuation sheets herewith as pages ..... to .....)

**AUXILIARY EQUIPMENT FOR ABOVE MACHINES**

(Type casters, keyboards, keyboard typesetters, hand typesetters, extra segments, type cabinets, proofing equipment, and all other equipment used with above machines)

NUMBER OF MACHINES	TRADE OR MANUFACTURER'S NAME	MODEL OF MACHINE	SIZE		LOCATION OF MACHINES (including building and room number)	AVERAGE HOURS PER MACHINE-DAY IN USE
			Maximum	Minimum		

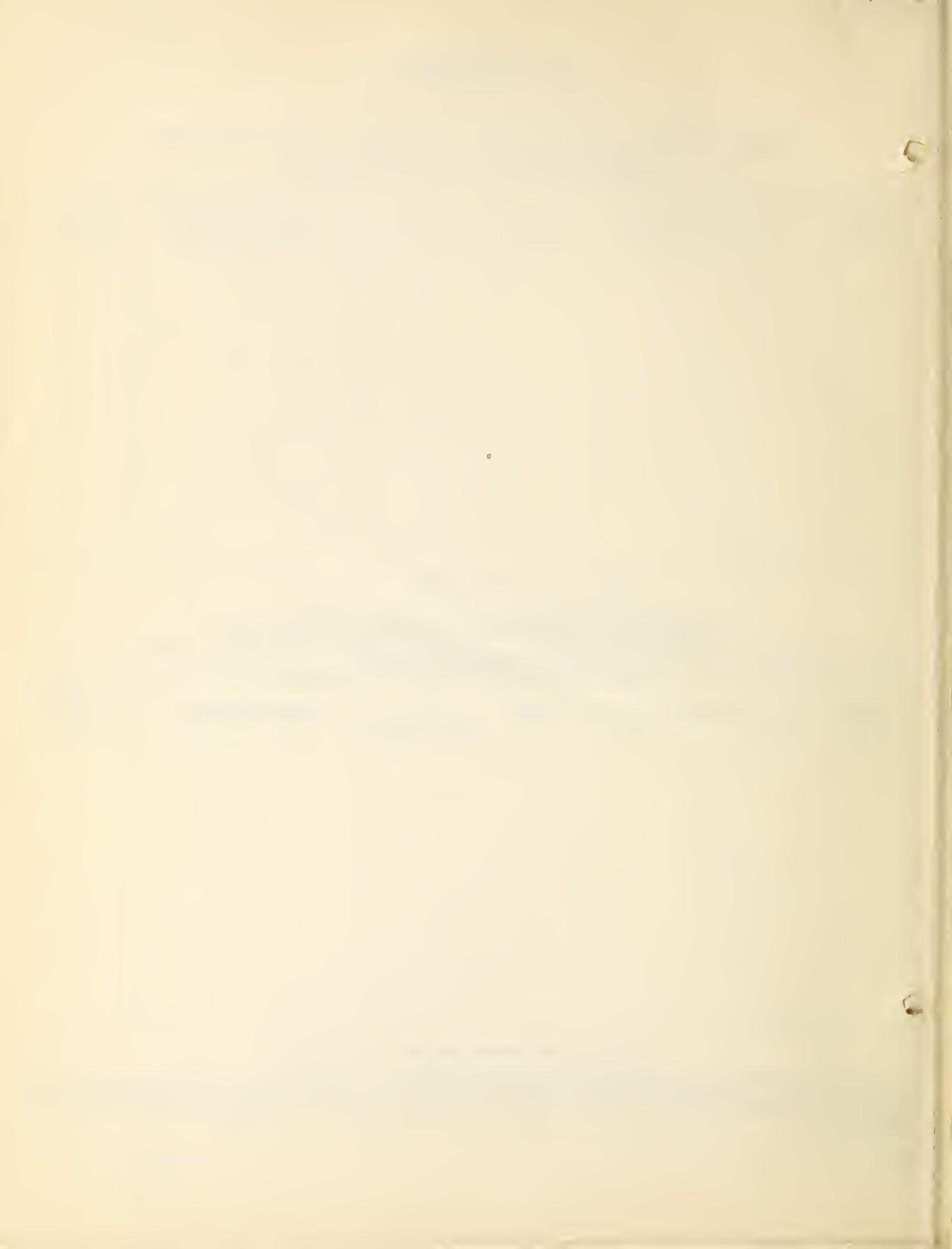
(Continuation sheets herewith as pages ..... to .....)

I HEREBY CERTIFY that the information reported herewith is, to the best of my knowledge and belief a full, true, and complete statement of all equipment under my jurisdiction at April 15, 1942, and I further certify that such equipment is absolutely necessary to the functioning of this organization with the exception of that listed on the reverse hereof.

Date \_\_\_\_\_

(Signature)

(Title)



**Schedule B-4**

(Department)

(Bureau)

**United States Senate**  
**COMMITTEE ON APPROPRIATIONS**

**PHOTOSTAT AND BLUEPRINT EQUIPMENT QUESTIONNAIRE**

NUMBER OF MACHINES	TRADE OR MANUFACTURER'S NAME	MODEL OF MACHINE	SIZE		LOCATION OF MACHINES (including building and room number)	AVERAGE HOURS PER MACHINE-DAY IN USE
			Maximum	Minimum		

(Continuation sheets herewith as pages ..... to .....)

**AUXILIARY EQUIPMENT FOR ABOVE MACHINES**

(Drying, washing, and all other equipment used with above machines)

NUMBER OF MACHINES	TRADE OR MANUFACTURER'S NAME	MODEL OF MACHINE	SIZE		LOCATION OF MACHINES (including building and room number)	AVERAGE HOURS PER MACHINE-DAY IN USE
			Maximum	Minimum		

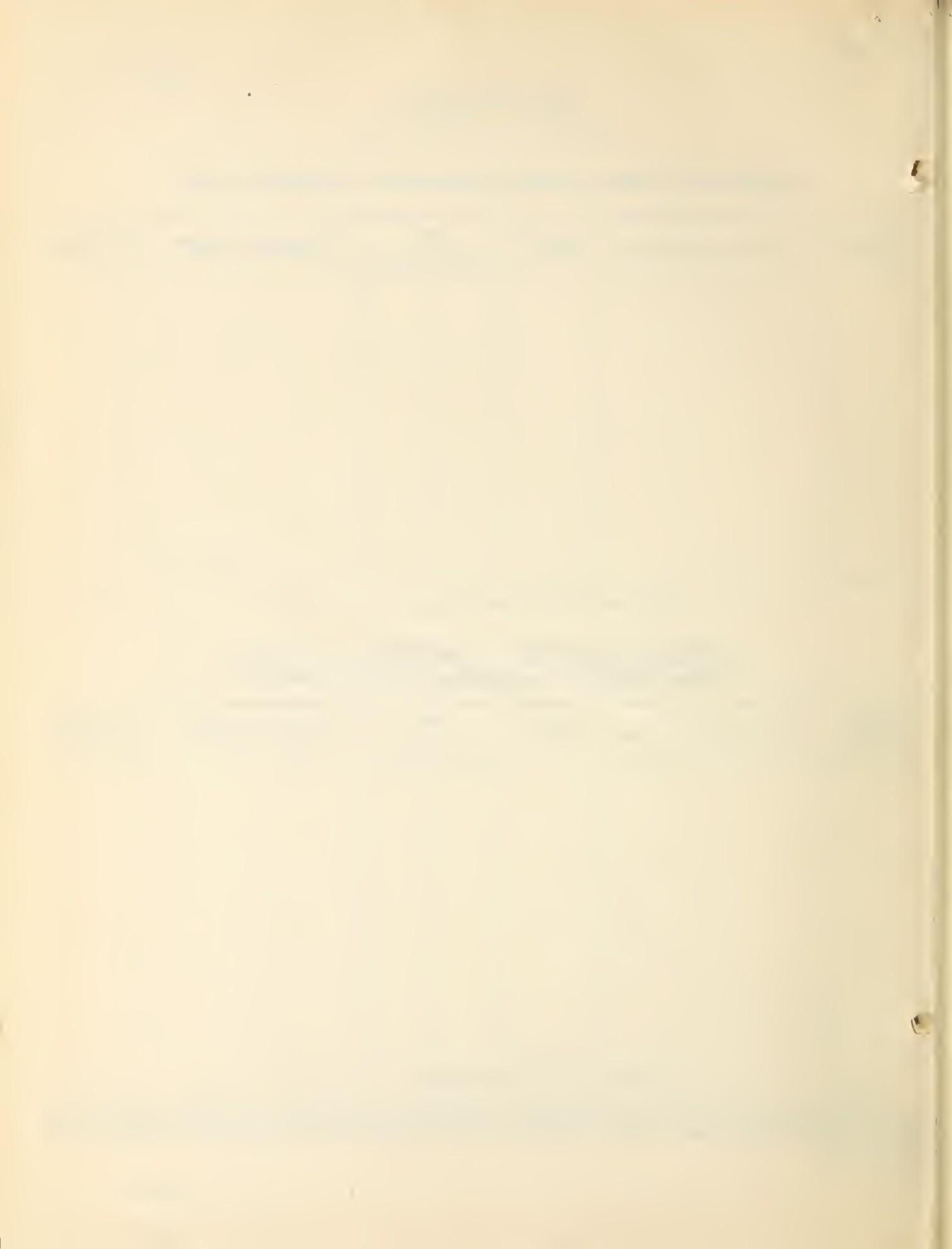
(Continuation sheets herewith as pages ..... to .....)

I HEREBY CERTIFY that the information reported herewith is, to the best of my knowledge and belief a full, true, and complete statement of all equipment under my jurisdiction at April 15, 1942, and I further certify that such equipment is absolutely necessary to the functioning of this organization with the exception of that listed on the reverse hereof.

Date .....

(Signature)

(Title)



## United States Senate

## COMMITTEE ON APPROPRIATIONS

## BINDING AND COMPLETING EQUIPMENT QUESTIONNAIRE

(Gathering, collating, stitching, folding, punching, drilling, cutting, trimming, stapling, inserting, sealing, tying, and all other similar machines)

NUMBER OF MACHINES	TRADE OR MANUFACTURER'S NAME	MODEL OF MACHINE	SIZE		LOCATION OF MACHINES (including building and room number)	AVERAGE HOURS PER MACHINE-DAY IN USE
			Maximum	Minimum		

(Continuation sheets herewith as pages ..... to .....

## AUXILIARY EQUIPMENT FOR ABOVE MACHINES

(Padding presses, dies for punching, and all other equipment used with above machines)

NUMBER OF MACHINES	TRADE OR MANUFACTURER'S NAME	MODEL OF MACHINE	SIZE		LOCATION OF MACHINES (including building and room number)	AVERAGE HOURS PER MACHINE-DAY IN USE
			Maximum	Minimum		

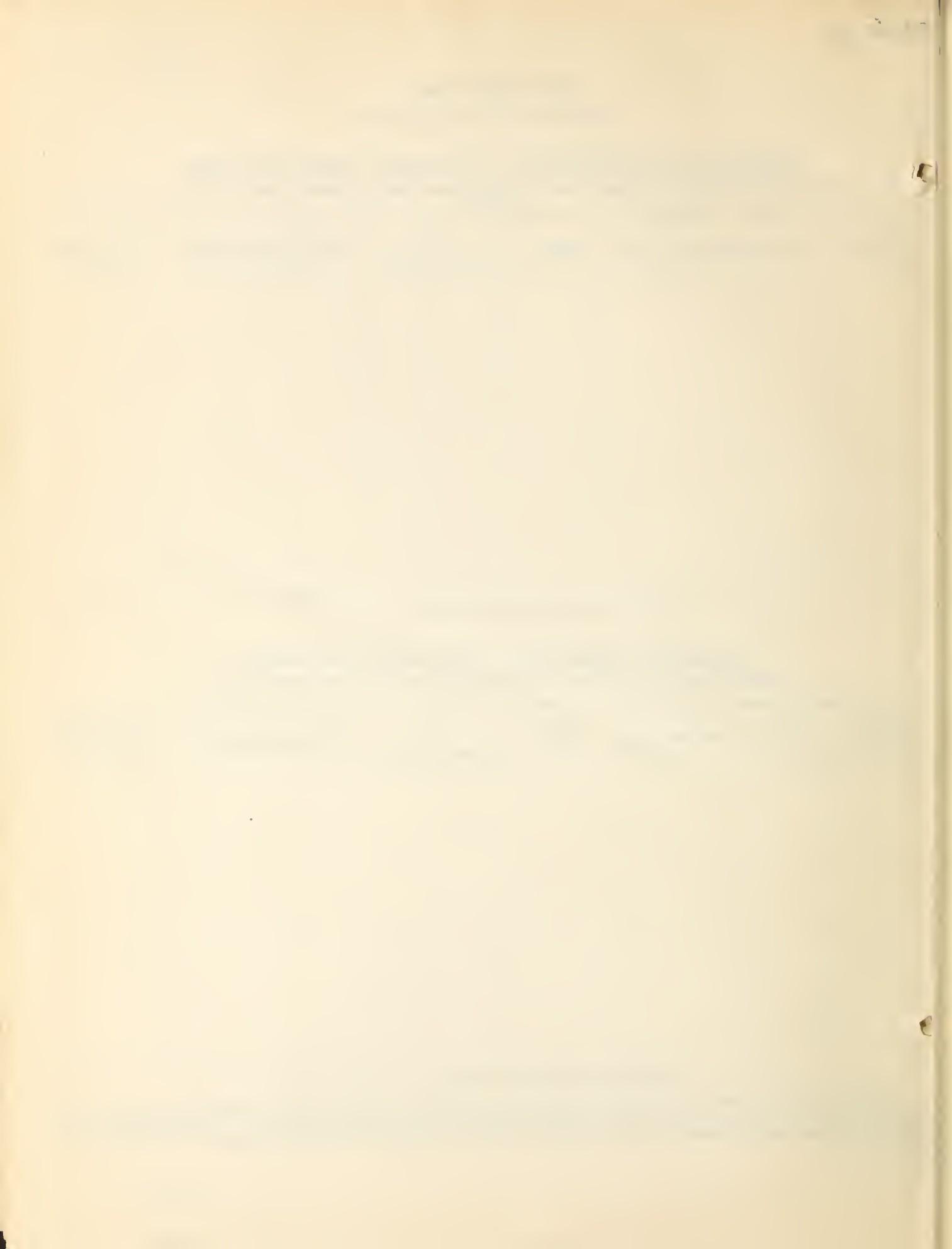
(Continuation sheets herewith as pages ..... to .....

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Date .....

(Signature)

(Title)



**United States Senate**  
**COMMITTEE ON APPROPRIATIONS**

**ADDRESSING EQUIPMENT QUESTIONNAIRE**  
**METAL STENCIL**

(Addressographs, Speed-o-Graphs, and all other similar machines)

NUMBER OF MACHINES	TRADE OR MANUFACTURER'S NAME	MODEL OF MACHINE	SIZE		LOCATION OF MACHINES (including building and room number)	AVERAGE HOURS PER MACHINE-DAY IN USE
			Maximum	Minimum		

(Continuation sheets herewith as pages ..... to .....

**FIBER STENCIL**  
(Elliott, Belknap, and all other similar machines)

NUMBER OF MACHINES	TRADE OR MANUFACTURER'S NAME	MODEL OF MACHINE	SIZE		LOCATION OF MACHINES (including building and room number)	AVERAGE HOURS PER MACHINE-DAY IN USE
			Maximum	Minimum		

(Continuation sheets herewith as pages ..... to .....

**AUXILIARY EQUIPMENT FOR ABOVE MACHINES**  
(Graphotype, stencil, and all other equipment used with above machines)

NUMBER OF MACHINES	TRADE OR MANUFACTURER'S NAME	MODEL OF MACHINE	SIZE		LOCATION OF MACHINES (including building and room number)	AVERAGE HOURS PER MACHINE-DAY IN USE
			Maximum	Minimum		

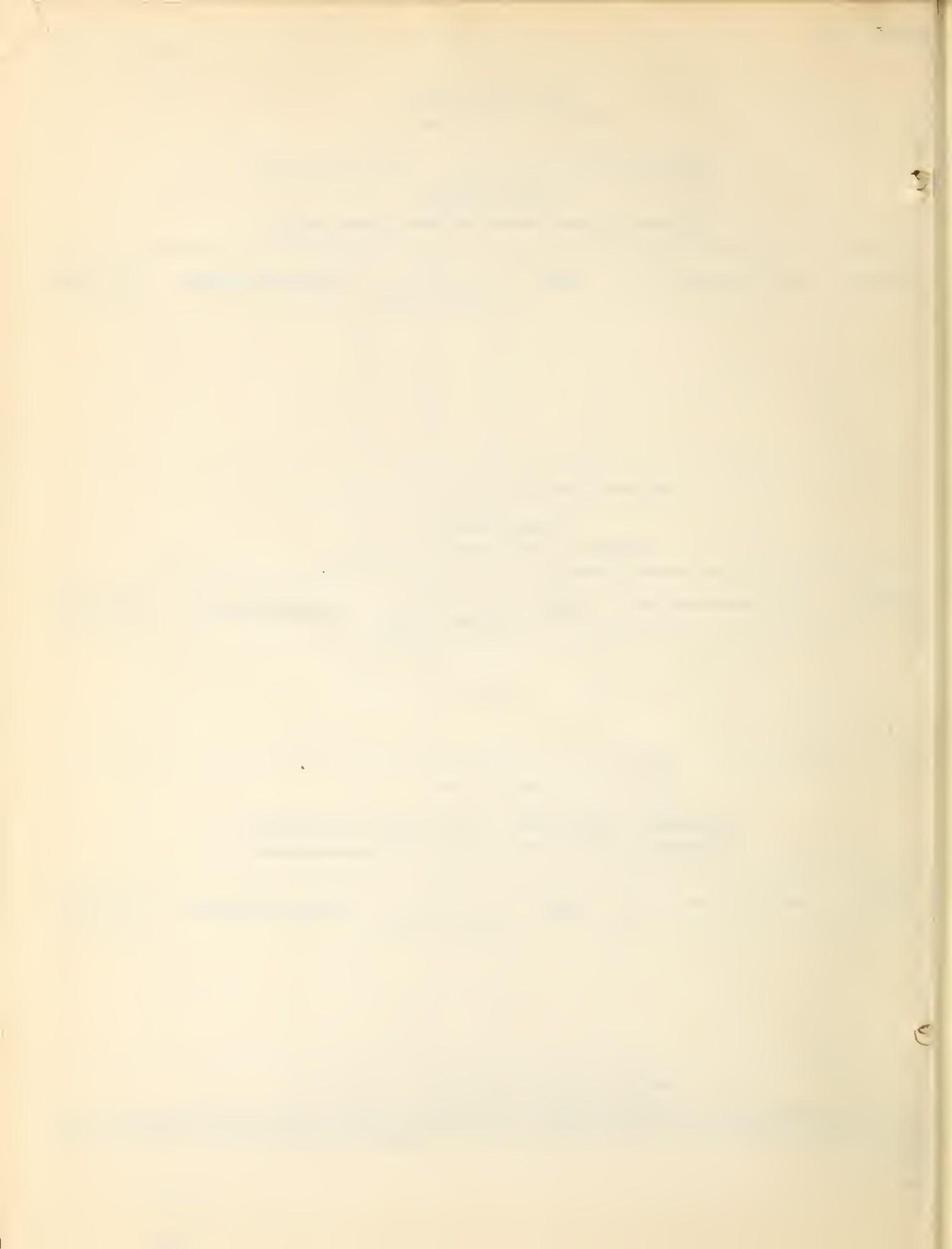
(Continuation sheets herewith as pages ..... to .....

I HEREBY CERTIFY that the information reported herewith is, to the best of my knowledge and belief a full, true, and complete statement of all equipment under my jurisdiction at April 15, 1942, and I further certify that such equipment is absolutely necessary to the functioning of this organization with the exception of that listed on the reverse hereof.

Date .....

(Signature)

(Title)



## Schedule B-7

(Department)

(Bureau)

**United States Senate**  
**COMMITTEE ON APPROPRIATIONS**

**USES OF DUPLICATING, BINDING, AND ADDRESSING MACHINES**

(To be used with and attached to Equipment Questionnaires)

CLASS OF WORK <sup>1</sup>	NUMBER OF JOBS IN EACH CLASS		TOTAL NUMBER OF COPIES		TYPE OF MACHINE USED <sup>2</sup>
	From July 1, 1940, to June 30, 1941	From July 1, 1941, to March 31, 1942	From July 1, 1940, to June 30, 1941	From July 1, 1941, to March 31, 1942	

(Continuation sheets herewith as pages ..... to .....)

NOTES: 1. Describe class of work such as: Office forms, directions, field letters, press releases, annual or other reports, temporary forms, notices, circulars, memorandums, interoffice forms, envelopes, cards, franks, blueprints, photostats, posters, etc.  
 2. Classify such as: Stencil, offset, letterpress, addressing, binding, photostat, and blueprinting.

Date .....

(Signature)

(Title)

